DIGITAL CONTENT SUPPLEMENTARY INFORMATION FORM

Instructions: This form is required as part of grant applications to the Institute of Museum and Library Services that include activities that create certain types of digital content, such as online collections or databases, metadata, new software tools or electronic systems, or digital research datasets. Your responses to the questions on this form are used by IMLS staff and by expert peer reviewers to better understand technical aspects of your proposed work. Please consult the relevant program guidelines for further instructions on when this form should be included as part of your application.

If you need more space for your response, you may append additional pages as part of the single PDF that you upload with your grant proposal through Grants.gov.

Please indicate which of the following digital products you will create or collect during your project. (Check all that apply):

	If your project will create or collect …	**Then you should complete …**
☐	Born-digital, existing digital, or to-be-digitized content	Part I
☐	New software tools or electronic systems such as databases	Part II
☐	A digital research dataset	Part III

PART I. Projects Creating Digital Content

A. Selection Methodology

A.1 Describe how you will select non-digital materials for digitization.

A.2 Describe how you will select born-digital or existing digital content for your project collection.

B. Converting Non-Digital Materials to Digital Format

B.1 List the types and formats of materials to be digitized and the quantity of each type.

B.2 List the equipment and software that you will use to digitize each of these formats or the name of the digitization services provider who will perform the work.

B.3 List the digital file formats (e.g., TIFF, JPEG, MPEG) that you will produce during the digitization work and the anticipated quality standards for each file format (e.g., resolution, bit-depth, color/grayscale, pixel dimensions, sampling rate).

B.4 If different digital versions of content will be created during the digitization process (e.g., preservation master, access copy, thumbnail) list the type, format, and number of each version.

C. Repurposing Existing Digital Content or Creating New Digital Content

C.1 List the types and formats of born-digital or existing digital content that you will create or repurpose and the quantity of each.

C.2 If you will be creating new born-digital content or converting existing digital content to new formats, list the equipment and software that you will use to create each of these formats or the name of the services provider who will perform the work.

C.3 If you will be converting existing digital content to new formats, list the new digital file formats and relevant information on the anticipated quality standards (e.g., sampling rate, pixel dimensions).

C.4 If different versions of digital content will be created during the conversion or re-purposing process (e.g., preservation master, access copy, thumbnail), list the type, format, and number of each different version.

D. Digital Workflow and Asset Maintenance/Preservation

D.1 Describe your quality control plan.

D.2 Describe your plan for preserving and maintaining digital assets during and after the grant period (e.g., storage systems, data standards, technical documentation, migration planning, commitment of organizational funding for these purposes).

E. Metadata

E.1 Describe how you will produce metadata (e.g., technical, descriptive, administrative, preservation). Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

E.2 Describe how you will use metadata to enhance the management, discovery, and use of your digital content.

E.3 Explain your strategy for preserving and maintaining metadata created and/or collected during your project, during and after the grant period.

E.4 Explain what metadata-sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content created or repurposed during your project (e.g., an Advanced Programming Interface or other support to allow batch queries and retrieval of metadata).

F. Copyright and Intellectual Property Rights

F.1 Explain the current copyright or intellectual property status of the content you intend to digitize, create, or repurpose. Describe the quantity or percentage of materials that are in the public domain and/or have restrictions that will require you to obtain permissions. If you have already obtained permission to use and provide public access to materials under copyright or other restrictions, provide the quantity of such materials, and the documentation you possess granting such permissions.

F.2 If you will need to obtain permissions during your project, describe the process you will use to request and obtain them.

F.3 Are there any materials you will be digitizing, creating, or repurposing that may raise privacy concerns? If so, what is your plan for addressing them?

F.4 If your project will include online users or others outside your organization contributing metadata, social media comments, or other content to your digital resources, describe your plan to obtain releases or permissions from these content contributors. What rights and permissions will you require such contributors to transfer to your organization?

G. Access And Use

G.1 Describe how you will make the digital content available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

G.2 We expect applicants to make federally funded work products widely available and usable through strategies such as publishing in openly accessible journals, depositing works in openly accessible repositories, and using non-restrictive licenses such as the "CC Zero – No Rights Reserved" that dedicate digital content to the public domain. What ownership rights will your organization assert over the new digital content, and what conditions will you impose on access and use? Explain any terms of access and conditions of use, why they are justifiable, and how you will notify potential users of the digital resources.

G.3 Provide URL(s) for any examples of previous digital collections or content your organization has created.

Part II. Projects Creating Software Tools and Electronic Systems

A. General Information

A.1 Describe the software tool or electronic system you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) the system or tool will serve.

A.2 List other existing digital tools that wholly or partially perform the same functions, and explain how the tool or system you will create is different.

B. Technical Information

B.1 List the programming languages, platforms, software, or other applications you will use to create your new digital content.

B.2 Describe how the intended software or system will extend or interoperate with other existing software applications or systems.

B.3 Describe any underlying additional software or system dependencies necessary to run the new software or system you will create.

B.4 Describe the processes you will use for development documentation and for maintaining and updating technical documentation for users of the software or system.

B.5 Provide URL(s) for examples of any previous software tools or systems your organization has created.

C. Access and Use

C.1 We expect applicants seeking federal funds for software or system development to develop and release at least a beta version of these products as open-source software. What ownership rights will your organization assert over the new software or system, and what conditions will you impose on the access and use of this product? Explain any terms of access and conditions of use, why these terms or conditions are justifiable, and how you will notify potential users of the software or system.

C.2 Describe how you will make the software or system available to the public and/or its intended users.

Part III. Projects Creating Digital Research Data (Data Management Planning)

We expect exemplary management and sharing of research data. The purpose of this part of the form is to help us understand your research practices and plans for management of data that will be generated through your project. Please address each question that applies to your proposed project.

1. Summarize the intended purpose of the research, the type of data to be collected or generated, the approximate dates when the data will be generated or collected, and the anticipated volume of data.

2. Does the proposed research activity generating the dataset(s) require approval by any internal or institutional review panel? If so, has the proposed research activity already been approved? If not, what is your plan for securing approval?

3. Will you collect any confidential or private information about individuals (e.g., names, contact information, health status) or proprietary information about organizations? If so, detail the specific steps you will take to protect such information while you prepare the research data files for public release.

4. If you will collect additional documentation such as consent agreements or signed certifications along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

5. How will you manage intellectual property interests related to the dataset(s)? Who will claim ownership of the intellectual property rights related to the dataset(s)? How will those claims of ownership be communicated to others?

6. Which technologies, instruments, or tools will you use to collect or generate the data? Provide details about hardware or software; electronic formats for data capture or storage; standards or local practices for data content and encoding; controlled vocabularies or other mechanisms for data normalization and consistency; and any other relevant technical requirements or dependencies for understanding, retrieving, displaying, or processing the dataset(s). If the data will be encrypted at any point in its active or inactive life, explain the reasons for choosing to encrypt the data and how the decryption key will be stored, protected, and made available if necessary.

7. What metadata will you capture or create along with the dataset(s)? What standards or schema will you use to express the metadata? Where will the metadata be stored, and in what format(s)? How will you permanently associate and manage the metadata with the dataset(s) it describes?

8. During the research project, where will the data and metadata be stored and on what type of media? Who will have access to the data and/or copies of the data during the project? How many backup copies will you maintain during the project, and how frequently will you refresh the backup copies? Who will be responsible for data backup? Where will you store the backup copies of the data and metadata during the project?

9. Once the research project is completed, what is the long-term plan for archiving, managing, and making the metadata and dataset(s) available? What steps will you take to prepare the data for sharing (e.g., labeling missing data, standardizing measures statistical disclosure limitation methods)?

10. Identify where you will be depositing research dataset(s) and metadata into:

a) an institutional repository:

Name: _____ URL: _____

b) a subject specific research community digital repository:

Name: _____ URL: _____

c) or some other publicly accessible repository:

Name: _____ URL: _____

Does this repository enforce any access restrictions? ◯ Yes (If yes, describe.) or ◯ No

If so, how will they be mitigated to allow the public free access to these data? Detail the experience this repository has in managing research datasets and metadata with similar attributes? What preservation and backup procedures does this repository use?

11. When and how frequently will you review this data management plan? How will the implementation be monitored?